

## LDL Exam-Dissertation Sequence Rubrics

Structure and Content

Literature Review Genre

Presentation

### General or Special Field Literature Review

Rubric Item	Author Guidance	Reviewer Guidance	0	1	2
<b>Main Body of Literature Review is at least 5,000 words</b>	<b>Theory and Themed sections should be at least 5,000 words.</b> While the introduction, gaps, and conclusion are necessary elements of the General or Special Field Literature Review, the core content that lies within, including the theory and themed sections, convey the true review of the literature and should be at least 5,000 words.	Provide suggestions on where the author may strengthen the core body of their work. Are the theory and themed sections combined at least 5,000 words? If it meets the word count minimum, does it feel sufficient to address the topic?	Too short	More work required for an effective Literature Review Literature	Review is a sufficient length to meet the objectives of the work
<b>Note to Reviewers, Change Notes, and Graduate College Structure</b>	The full work should confirm to the Graduate College formatting requirements. Include the following sections: Note to Reviewers and Change Notes, then a title page, abstract, Table of Contents, etc., then Chapter 1 Placeholder; after Chapter 2 have a placeholder for chapters 3-5.	Determine if the work has a note to reviewers, change notes, and aligns with the Graduate College formatting, including placeholders	Required sections are not present	Some sections are present	All sections are present
<b>Literature Review Structure</b>	Chapter 2: Literature Review: Part 1: General Field (sub section), Introduction (sub of General), Theory, Themes (by name – do not use “Theme”); include meaningful subsections as necessary, then Gaps in the Literature, Conclusion, and References. For Special Field, you would follow the same structure, but indicate Part 2: Special Field. Update your Note to Reviewers and change notes.	Identify opportunities for organizing their work and/or including elements that may have been missed	Structure not established	Additional structure needed or missing elements	Work includes all required elements and is organized using the structure tool
<b>Introduction and Clarity of Purpose for the Literature Review</b>	Include the tentative research question near the top of the General and Special fields as a reminder to your reviewers and supervisor. Articulate the objective(s) and purpose of the work in the Literature Review introduction for this specific work. Mention the themes that were revealed as a result of the literature review.	Is there a tentative research question? Are you clear on what the general/special field is? Are you clear on what the objectives and/or themes are? Do you feel those objectives are being met?	Purpose and objectives are unclear	Purpose and objectives are clear, but not met	Purpose and objectives are clear and have been met
<b>Theory</b>	Conceptual connections and coherence as a model of the world, and clarity of links between related concepts or important distinctions, as <b>revealed by the literature</b> . Range of key theories and theorists in agreement or in disagreement. Critique of the theories.	Suggest connections that might be made between concepts so the theory is clearer. Suggest other theoretical perspectives that may be relevant. Ask questions about limitations of the selected theories	Limited theory and referencing to other theoretical models	Basic theory, and partial connections to related theories	Good theory, and connections to related theories
<b>Topical/Themed Sections</b>	The Literature Review should demonstrate a set of core themes <b>revealed by the literature</b> that address the objective(s) of the General Field literature review and provide a holistic perspective of the concepts.	Do the themes align with the purpose of this literature review? Are the themes organized in a way that they are easy to understand?	Work does not contain an organized set of themes	Themes are present, but not substantive	Themes address the purpose
<b>Gaps in the Literature</b>	Identify gaps in the literature where further research may be warranted. Note that this is not gaps in the topic or theory (it is not where you feel the topic needs work, it is where more research is needed.)	Offer suggestions or ask questions about gaps you may have identified while reading the author's work	Gaps in the Literature were not included	Some gaps in the literature were identified	Effective representation of gaps in the literature

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<b>Voice of the Literature</b>	Avoid all claims, assumptions, opinions, or description of what you know. Do not assess or judge the work of the sources you are citing. The literature should clearly be speaking. When beginning a sentence with a citation, it demonstrates evidence-based writing. Articulate that it is the literature "reviewed" if making a generalized statement, but avoid those as much as possible.	Identify opportunities where the author can reframe their writing to make it explicit that the literature is speaking. Is the author being too general in referring to "the literature"/ Where might a specific citation be needed?	Author's voice is primary in the majority of the work	The literature's voice is occasionally primary, but some parts of the work should be reframed	The literature's voice is primary in the majority of the work
<b>Based on what the Literature Reveals</b>	Work should demonstrate what the literature reveals and not ideas, theories, or topics that <i>you</i> want to investigate. It should appropriately and thoroughly represent the selected field.	Theories and themes do not appear to be pre-selected or predetermined.	Author is writing about what they want to cover	Author sometimes dips into their own ideas	Author generally is writing based on what the literature has revealed
<b>Diversity and Synthesis of Sources</b>	This work should have at least 20 new sources, and those sources should be synthesized within paragraphs. Avoid describing a source as a single paragraph. Identify other sources that can confirm or negate what another source is conveying. Use appropriate connections (i.e. similarly, however, etc.)	Identify examples where the author can more fully integrate and synthesize their sources to tell a story of the literature reviewed. Is there an overuse of a few sources?	Overuse of sources or one source per paragraph	More sources required for an effective synthesis	Literature Review represents a range of literature and is synthesized well
<b>Elaboration/Context of Studies Cited</b>	References to studies are accompanied with context on the purpose of the study, how the study was conducted, etc. Include empirical evidence that led to a given claim. Example: Smith (2020) examined xxx by surveying xxx and found that...	Are all claims supported by evidence that led to the claim? Is it clear what was being investigated? What methodology was deployed or how the data was collected? What was the make-up of the participants?	No elaboration or elaboration is in the voice of the author	More or different type of elaboration is needed	Elaboration is mostly sufficient
<b>Use of Evidence-based Verbs</b>	Rely on evidence-based verbs, such as claims, found, posits, examined, concludes, reports, argues, etc. Do not use terms such as noted, highlights, mentions.	What verbs did the author use? Are they based on evidence?	Poor verb choice	Mixed use of appropriate verbs	Mostly uses appropriate verbs

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<b>Final Dissertation Considerations – applied from the beginning</b>	Avoid acronyms. If you choose to include them, still define the acronym each time. Define terms that you feel may not be commonly known to a reader outside of your field. Avoid first person except in your note to reviewers. While your gaps in the literature and conclusion sections may have your voice, still use third Person and be objective.	Has the author applied the dissertation considerations? Identify opportunities for improvement	Considerations not applied	Some considerations were applied	All considerations were applied
<b>Citation Style</b>	Consistent citation style. Acknowledgement and sourcing of quotes and embedded media. Clear distinction of creators’ voice and work from sources. Follow the current APA style guide for in-text and reference citations. Common things to watch out for: cite media properly, do not include the year when a source is used more than once in a paragraph, and italicized journal titles/volumes/issues in your references section. For multiple authors, use “and” if citing within a sentence Smith and Jones (2022); use & if citing at the end (Smith & Jones, 2022)	Identify where the author can improve their citations	APA citations are mostly incorrect	APA citations need improvement	APA citations are mostly correct
<b>Communication and Presentation</b>	Clear communication of the "case", structuring of the work (for instance, using different heading levels in Scholar's structure tool). The quality, range and relevance of embedded media used in the presentation, including connecting media into the argument. Textual coherence, proper grammar, spelling, word choices.	Make constructive suggestions for the creator that will help them when they revise. Make specific revision suggestions ranging from general comments to copy-editing suggestions using the annotations tool.	Poor presentation, unclear structure, typos and other errors	Presentation needs improvement	Good presentation and structure